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Developmental Disabilities Council



APPLICATION KIT

**Developmental Disabilities
Community Residence
Start-up Grants**





The Commonwealth of Massachusetts
Massachusetts Developmental Disabilities Council
Leverett Saltonstall Building, Room 909
100 Cambridge Street
Boston 02202

area code 617
727-4178

APPLICATION KIT

DEVELOPMENTAL DISABILITIES COMMUNITY RESIDENCE START-UP GRANTS

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GENERAL GUIDELINES

DEVELOPMENTAL DISABILITIES START-UP GRANTS FOR COMMUNITY RESIDENCES

AUTHORITY AND PURPOSE

Funds authorized by P.L. 91-517, the Developmental Disabilities Services and Facilities Construction Act, are made available to the states to be utilized to improve the quality, extent, and scope of a broad range of community services for the developmentally disabled. Under the goals of the Developmental Disabilities State plan funds will be made available to stimulate the initiation of domiciliary and special living arrangements for developmentally disabled persons whose handicaps are too substantial to permit them to live totally independently.

ELIGIBLE APPLICANTS

Grants may be made to any private, non-profit agency or organization.

GRANT PROVISIONS

Grants of approximately \$15,000 will be made for the following types of expenses related to initiating new community residences: (1) Rent or rent with option to buy; (2) minor renovations (3) furnishings and equipment; (4) initial staffing; and (5) related start-up costs. The project period should be for accomplishing the start-up phase of a community residence program; in general this will be one year.

APPLICATION DEADLINE

Applications must be submitted to the Massachusetts Developmental Disabilities Council no later than December 31, 1972. If sufficient applications are received prior to the deadline, an early review may be made.

CONSULTATION AND TECHNICAL ASSISTANCE

The Council's Staff will assist applicants in obtaining information and consultation concerning program development standards, licensing, and funding. The staff will also provide direct assistance in completing application forms. Requests for such assistance should be directed to the attention of Ms. Susan Rubenstein.

CONDITIONS

All recipients of Developmental Disabilities grant awards must comply with

the conditions set forth by the Administering Agency, the Executive Office for Administration and Finance, in the enclosed document entitled, "The Developmental Disabilities Services and Facilities Construction Act (P.L. 91-517) Conditions of Grant Awards." In addition, the following special conditions applicable to start-up grants for Community Residences must be met:

1. Access to Community Service. The project applicant shall coordinate the activities of his project with community services in keeping with the needs of the resident. The applicant must submit letters of endorsement from community services organizations which have agreed to serve the residents of the community residence.
2. Age to be Served. Projects will serve an adult (over 18) developmentally disabled population.
3. Target Group. Funds must be used for programs or program segments designed primarily to meet the needs of persons with developmental disabilities. For the purposes of this program, the term "developmental disability" means a disability attributed to mental retardation, cerebral palsy, or epilepsy, which disability originates before such individual attains age eighteen, which has continued or can be expected to continue indefinitely, and which constitutes a substantial handicap to such individual.
4. Non-duplication. The proposed project may not duplicate other programs or services provided in the same community. Funds must be used to augment and complement and not to duplicate or replace other resources.
5. Community Service Goals. The project must serve the needs of the particular community in or near which it is located. Mechanisms must be established for involving consumers and residents of the community in the planning, operation, and management of the program.
6. Minimum Standards. The planned community residence must meet State licensing standards as minimum standards. The program shall also meet all applicable Federal, State, and local regulations, ordinances and standards.

While it is not a requirement of this grant program it is suggested that each applicant attempt to find citizen advocate for the residents of the community residence. A citizen advocate is a citizen who volunteers to enter into a one-to-one relationship with a developmentally disabled person (if one-to-one is not possible two or three to one is also useful) The advocate represents the interests of this other person as if they were his own. Among the activities of the advocate might be (a) to help solve those practical and material problems relative to transportation, clothing, voting, shopping, (b) to help in assuring access to appropriate education, training, and/or the job opportunities, (c) to provide personal friendship, working to fulfill the developmentally disabled persons' need for warmth and affection.

FEDERAL FINANCIAL PARTICIPATION

Federal (grant) funds may not constitute more than 70% of the total funds available

to carry out the project. The remaining 30% must be from other, non-Federal Sources. Applicants who are located in poverty areas designated in the P.L. 91-517 Developmental Disabilities State Plan, or who will limit eligibility to residents from those areas, will qualify for a special matching rate of 90% federal and 10% non-federal.

APPLICATION CONTEXT AND REQUIREMENTS

1. Letter of Intent (1 copy). Upon receiving the application materials, the applicant should return the letter of intent form if he intends to develop a formal application for a grant.
2. Substantive Application (20 copies). The substantive part of an application to be reviewed by the Massachusetts Developmental Disabilities Council includes:
 - (a) a project summary;
 - (b) a project budget, budget justification and an estimated 5 year budget;
 - (c) narrative information explaining residence program, in accordance with outline furnished in project application;
 - (d) letters of support, endorsement, and cooperation from community service organizations that they agree to serve the residents of the community residences including the name of a local citizen or consumer, or service organization or other association that has agreed to act as a community advocate/sponsor for the persons using the service;
 - (e) list of consumers and residents of the community who will participate in the planning, operation and management of the community residence;
 - (f) signed list of representations;
 - (g) documentation of actual need;
 - (h) biographical sketches.
3. Human Rights Assurances (5 copies). Human Rights Assurances must be developed in accordance with the enclosed "Human Rights Guidelines for Applicants."
4. Administering Agency Requirements (2 copies each). The Administering Agency requires 2 copies of each of the following documents;
 - (a) a letter from the secretary reflecting the vote of the Board of Directors or Trustees of a private agency that the official signing the application has the authority to sign;
 - (b) proof of voluntary non-profit status;
 - (c) a financial interest disclosure form; and
 - (d) DHEW Civil Rights Assurance.

5. Checklist (1 copy). A checklist form should be returned with the completed application indicating what the applicant is submitting.

APPLICATION PROCESSING

Each application will be processed in the following manner: (i) Upon receipt, each application will be subjected to a technical review to ascertain whether it meets all the conditions of application. Staff will contact the applicant if clarification or minor amendments are required. If the application is not complete or in order, and cannot be adequately amended prior to review meetings, it will be returned to the applicant with a letter from the chairman explaining the deficiency. (ii) Applications which are technically acceptable will be reviewed by the MDDC's Review Committee, which will determine whether a project is approvable, based on the criteria described by the Council. (iii) All applications approved by the Review Committee will be subjected to a second review by the Human Rights Committee, which will be responsible for certifying the adequacy of human rights assurances. (iv) Both committees will report their recommendations to the MDDC, which will make a determination whether the application can be approved under the provisions and policies of the State Plan. The MDDC will also develop recommendations for funding priorities. (v) The Chairman will notify the applicant of the MDDC'S action by letter. At the same time, a list of approved applications will be conveyed to the Administering Agency for funding, in order of priority as assessed by the MDDC. (vi) Any applicant may apply to the Chairman for clarification in writing of the Council's actions. Applications which are not approved may be resubmitted with or without amendments for rereview.

NOTIFICATION OF GRANT AWARD

When an approved application is funded, the applicant receives a Notice of Grant Award from the Executive Office for Administration and Finance. This notice indicates the beginning and ending dates of the approved project period, the amount of the award, the approved budget, and any general or special conditions of the award.

FUNDING

Funds will generally be made available by check in advance of actual expenditures unless otherwise stipulated in the Notice of Grant Award. Accounting for grant funds and matching funds must be in compliance with the "Conditions of Grant Award."

REPORTS AND AUDIT

A progress and fiscal report must be submitted at the end of the project period. The grantee must also have an independent audit made of all fiscal accounting records, to be submitted as part of this report. The cost of this audit may be charged to grant funds. Interim reports may also be required, depending on the length of the project period.

PROJECT APPROVAL

Project approval will be contingent on satisfaction of the following conditions;

1. The application must be complete and technically adequate,
2. The need for the project in the community or communities to be served must be demonstrated,
3. The application must demonstrate the adequacy and feasibility of plans for administration, operation and maintenance of the community residence,
4. There must be adequate provisions for staff supervision,
5. The application must demonstrate that the community residence is proximate to needed services and transportation systems.
6. The project must demonstrate linkages with other community services required by the residents to be served.

PRIORITY FOR FUNDING

Ranking of approved projects for funding will take into consideration the following criteria :

1. Projects that have an impact on reducing the developmentally disabled population of the institutions of the Commonwealth.
2. Projects serving residents from areas of urban and rural poverty.
3. Projects in the area of the greatest relative need.
4. Projects that have the strongest cooperative arrangements with community services including employment opportunities.
5. Projects that provide some form of in-service training for house-managers.
6. Projects that demonstrate the ability to financially sustain themselves over a 5 year period.

Department of Mental Health
Regulation 5.2
Effective date: November 1, 1971

PRIVATE FACILITIES PROVIDING CARE BUT NOT TREATMENT

(Ref. M.G.L. ch.19, s.29)

1. General

- a. A halfway house, group home, group residence or any similar facility offering to the public and representing itself as providing care but not treatment shall be subject to this regulation, and for purposes of this regulation; shall be referred to as a "community residence."
- b. Individuals receiving care in a community residence shall be capable of self-preservation and for purposes of this regulation shall be referred to as "residents."
- c. A community residence may be legally organized as a corporation (business or non-profit charitable), a partnership, an individual proprietorship, an unincorporated association, or a public agency.
- d. A community residence which is affiliated with a facility which provides other services shall conform to the community residence regulations.
- e. Each community residence shall notify the Department at its inception, annually, and more frequently in case of change, the names and addresses of those persons who assume the legal responsibility for the operation of the community residence and that person or persons to whom all correspondence from the Department shall be directed.

2. Physical Structure

- a. The community residence may be a dwelling house or houses, an apartment, or a combination of apartments within a dwelling house appropriate in size, structure and layout to serve the community residence program.
- b. Community residences shall meet all applicable local and/or state building codes and requirements for fire, safety, and health protection.
 - i. Each community residence shall provide the Department with a copy of a license or certificate from the Department of Public Safety or from local safety authorities where required indicating their approval of the safety of the structure.
 - ii. There shall be no more than four sleeping accommodations in any one room in the community residence.

- iii. Each community residence shall have a fire extinguisher or extinguishers in working order located in a conspicuous place or places.
- iv. There shall be a telephone in the apartment unit or a public telephone in the building accessible to all.
- v. The residents shall be made familiar with a conspicuously posted fire procedure which includes location of the local fire box. Fire drills shall be held at quarterly intervals.
- vi. First aid supplies shall be kept in a convenient place ready to use. The name of the medical facility or physician ensuring medical coverage to the community residence shall be conspicuously posted for use when required.

3. Personnel

- a. There shall be no uniform staffing pattern required for any community residence. However, there shall be carried out in each community residence the following personnel functions:
 - i. medical coverage;
 - ii. professional consultation;
 - iii. residence directorship;
 - iv. in-residence management.

At the discretion of the residence director, and with the approval of the Department, the function of in-residence management may not be required. The personnel functions may be performed by one or more persons.

b. Medical Coverage

- i. A community residence shall have an arrangement with a medical facility or individual physician or physicians licensed under Massachusetts law.
- ii. Such medical arrangement shall ensure twenty-four (24) hour emergency medical coverage for the residents.

c. Professional Consultation

- i. A community residence shall have a written affiliation with at least one professional consultant in the fields of psychiatry, psychology, social work, special education, vocational rehabilitation, pediatrics, or any other field directly related and pertinent to the community residence program to provide professional consultation.

- ii. The professional consultant shall have earned a graduate degree or degrees in an acknowledged specialty and a license or certification where required under Massachusetts statute. However, upon application of the community residence and in the discretion of the Department, extensive experience and expertise may be considered in lieu or academic degrees or licensure.

d. Residence Directorship

- i. The community residence program shall have a residence director.
- ii. The administrative duties and responsibilities of the residence director shall include:
 - a. Implementation of policies, practices and procedures of the community residence;
 - b. Preparation of all reports and documents required by the Department;
 - c. Formulation of budget, and handling all financial matters in accordance with the approved budget;
 - d. Overall supervision of the medical health, nutritional standards, education and general welfare of the residents;
 - e. Maintenance of community residence records relating to residents and finances;
 - f. Supervision of the residence manager, and delegation of appropriate duties and responsibilities to him when such manager is required.

e. In-Residence Management

- i. The community residence program may have a residence manager living on the premises. The community residence manager shall have demonstrated qualities of ability to relate effectively to all residents of the community residence for the purpose of carrying out the community residence program.
- ii. The duties and responsibilities of the residence manager shall include:
 - a. Promotion of a congenial atmosphere in the community residence;
 - b. Handling all matters relating to daily living in the community residence;
 - c. Assisting residents in problems relating to work or school adjustment;

- d. Carrying out all duties and responsibilities delegated by the residence director.
 - f. Optional personnel: In addition to personnel responsible for the required personnel functions, there may be appropriate ancillary personnel, professional or non-professional, providing needed services to the community residence.
4. Program: The community residence shall develop a written statement of its program, policies and practices. Such statement shall describe the program goals; the services training and care offered by the community residence; the kinds of activities and facilities offered; the group or groups of persons to be served including any sex or age characteristics; admission and discharge policies, including parameters of length of stay; and limitations, if any, on sources of referral. The community residence shall develop rules regarding safety and health and these shall be communicated to the residents.
5. Records
- a. The community residence shall keep a record on each resident; such record shall be confidential and not open to public inspection without the consent of the resident.
 - b. Each community residence shall submit the following kinds of information to the Department on forms prescribed by the Department:
 - i. an initial description of the community residence, including its program, facilities, organizational structure, staffing patterns; and
 - ii. an annual report relating to residents, budget, and personnel.
 - c. Reports and records required by and submitted to the Department shall be confidential and not open to public inspection except for the purposes of research approved by the Department. No studies disseminated to the public based on these records shall identify the community residence by name without its consent or any resident by name without his consent.
6. Inspection: Community residences are subject to inspection by a representative of the Department at any reasonable time for such inspection. There shall be at least one inspection annually.

DEVELOPMENTAL DISABILITIES PROGRAM GUIDELINES

SPECIAL LIVING ARRANGEMENTS *

Rationale

The lack of suitable places to live or of other community services has caused many developmentally disabled individuals who are capable of going to school, work, recreation and other activities to reside inappropriately in institutions or at home beyond childhood. While developmentally disabled children require normal supervision and family-like environments, adults often need only a minimum of supervision and guidance in order to live in the community.

Definition

Provision of living quarters for persons who need some degree of supervision. Special Living Arrangements must include at least Counseling and leisure-time activities.

Services are for developmentally disabled persons who can leave the place of residence, for work, recreation or other reasons. Such persons will probably not be heavily dependent on Personal Care services, which may be less intense than in Domiciliary Care, or may be omitted, depending on the needs of the individuals served.

Objectives

1. To provide a full or part-time home for children who for any reason cannot live with their own families.
2. To provide a supportive environment for those individuals who can function in a community except for needing supervised living arrangements.
3. To provide a normalizing atmosphere by separating functions of sleeping, learning, working, treatment and playing.

Population

Special Living Arrangements are for all developmentally disabled individuals regardless of age or degree of handicapping condition who are able to leave their homes for other activities during the day and who are not heavily dependent on personal care.

*Social and Rehabilitation Service, Tentative Guidelines for Services and Programs for Developmentally Disabled Persons, Washington D.C., Department of Health, Education and Welfare, May 1972, P. 47-50.

Settings

Special Living Arrangements can be provided in a variety of settings:

- (1) Group Residences - Hostels. Standard homes which have been modified, if necessary, to accommodate small groups. These residences should be located in neighborhoods which allow physical and social integration into the community. Group homes are primarily for adults and should be located near public transportation. Generally, live-in house-parents will provide the necessary supervision unless another system of supervision is required, such as rotating shifts.
- (2) Boarding Homes. There are two types of boarding homes. One is the temporary individual placement of a child who has a home which continues to function as the primary and legal residence. This type of placement will enable children to attend school or other programs in town while living in a five-day boarding facility and then return to their homes for the weekend. The other type of boarding home is the individual placement of an adult into a family setting, where he receives room and board but requires very little supervision. This placement should be used for individuals not able to live in a group home with peers as well as they can in a family environment.
- (3) Foster Placement. Placement of a child into a foster home may be advisable when living in his own home is no longer feasible. Foster parents should receive training in managing developmentally disabled individuals before placement and have counseling as well as other specialized services available for problems they may encounter. Foster care may also be used for adults who are aged or who require more personal care and supervision than they would have in a boarding home placement.
- (4) Apartments. Individuals or small groups can be accommodated in an apartment setting. This placement would be for those individuals requiring only a minimum of supervision with the supervisors living near by, but not with them, and providing services as needed. Only one or two apartments should be integrated into an apartment complex, in keeping with normalizing principle.

Evaluation

Anyone entering this service must receive an appropriate evaluation designed to ascertain his present state of functioning and ability to benefit from a Special Living Arrangement. In determining the extent of supervision an individual requires, attention should be paid to the following factors: personal hygiene, handling of money, cooking and housekeeping ability, daily program, utilization of transportation and leisure time, and previous history.

Program

In establishing this service, renting, leasing, or buying existing residential structures which can be easily modified, if necessary, should be considered. There are several advantages to this approach. It is a flexible approach in that as neighborhoods change, the facility can be moved. Likewise, the problem of obsolescence can also be avoided by changing buildings from time to time. The temptation to erect other facilities on already existing property can be minimized also.

No neighborhood should be inundated by a large group of disabled people. Each group should be small enough to be integrated into the community.

It is very important that any special living arrangements be completely separate from any other service. Not only should living be physically separate but also geographically separate. It is not normal to live, work, sleep and play all in the same building or group of buildings. The individual should live in one section of town, go somewhere else for school, work or recreation and return home in the evenings.

Group living or boarding placements, particularly if they are part-time or five-day living arrangements should, during their off days, provide respite care for families of developmentally disabled individuals. This respite may be for a few hours, overnight or by the entire weekend, depending on the needs of the family. At times when all beds are not full during the week, respite care may be extended accordingly.

No placement should be viewed as permanent, rather as transitional. Individuals placed should be periodically reviewed to see if the placement continues to be appropriate. Those who are able should move into placements which require less supervision and more autonomous behaviors.

Special living arrangements should have Counseling available as well as leisure-time activities. Individuals in Special Living Arrangements who work should pay all or a portion (on a sliding scale) of their room and board. Additional tasks, such as maintaining their own rooms and sharing in cooking and housekeeping chores should be expected.

References

Foster Family Care

Standards in Foster Family Care Services,
Child Welfare League of America, 67-69 Irving Place, New York, New York 10003.

Group Homes

Gula, Martin: Agency Operated Group Homes, Office of Child Development,
U. S. Department of Health, Education, and Welfare, Washington, D. C. 20201, 1964.

Gula, Martin: Agency Operated Group Homes, A Casebook, Children's Bureau, U. S.
Department of Health, Education, and Welfare, Washington, D. C. 20201, 1965.

Minimum Licensing Requirements for Group Homes, Department
of Social and Health Services, Division of Public Assistance, Olympia, Washington, 1970.

Group Homes for Children, Department of Public Welfare,
Office of Family Services, Harrisburg, Pennsylvania, (Title 7100), June 1969.

Garrett, Beatrice L., "Foster Family Services for Mentally Retarded Children,"
and Mamula, Richard A., "The Use of Developmental Plans for Mentally Retarded
Children in Foster Family Care," Programs for the Handicapped, 71-6, Secretary's
Committee on Mental Retardation, U. S. Department of Health, Education, and Wel-
fare, Washington, D. C. 20201, July 1, 1971.

Foster Family Care for the Aged, Bureau of Family Services,
Welfare Administration, U. S. Department of Health, Education, and Welfare,
Washington, D. C. 20201, 1965, available from Administration on Aging, Social and
Rehabilitation Service, Washington, D. C. 20201.

Kugal, Robert, B. and Wolfensberger, Wolf: Changing Patterns in Residential
Services for the Mentally Retarded, Presidents Committee on Mental Retardation,
Washington, D. C. , 1969.

MEMORANDUM

FROM: Bureau of Developmental Disabilities
Office of Community Programs, DMH

RE: Definition of "family" in zoning ordinances

DATE: August 10, 1972

There is growing legal precedent in zoning cases in Massachusetts and other states to support the emerging definition of family, that of a group of people sleeping, cooking, or eating on a premises as a single housekeeping unit, rather than as a group of people related by blood or marriage. This definition will aid in the establishment of group residences throughout the Commonwealth.

A group residence is a domicile for citizens with special needs. Residents may include emotionally disturbed, developmentally disabled, ex-alcoholics, ex-drug dependents, youthful offenders, runaways, ex-prisoners and children in need of substitute parental care. Residents live together generally under the supervision of house parents. The purpose of this living arrangement is to provide a normal home living situation to citizens who might otherwise be institutionalized or living alone in a community.

Activities carried on in the home are those associated with daily family living, including participation in planning and preparing meals, clothing care, ironing, washing, mowing lawns, doing minor painting, washing windows, etc. During the day residents are usually out of the home, working or attending school or rehabilitation programs.

A group residence is therefore the home of individuals living together as a single housekeeping unit under the management or control of a directing head.

The major obstacle that must be overcome in establishing a group residence is the definition of family in many zoning ordinances, that is that a family is a group related by blood or marriage. There is, however, a growing legal precedent in cases dealing with zoning codes that a family not be construed to mean a group related by blood or marriage. Courts in several states have been unanimous in refusing to include in the definition of family the requirement that individuals be related by blood or marriage where this has not been stipulated in the zoning code. See Missionaries of our Lady of LaSalette v. Whitefish Bay, 267 Wisc. 609, 66 NW 2d 627; Robertson v. Western Baptist Hospital, 267 SW 2d 395 (Ky.); Carroll v. Miami Beach 198 So. 2d 643 (Fla.); Alphonse A LaPorte, et. al, v. City of New Rochelle, et. al, 152 NYC 2d 916, affirmed 2 NY 2d 921, 141 NE 2d 917. For example, in the case of Carroll v. Miami Beach, 198 So. 2d 643 (Fla.), the city zoning code defined "family" as "one or more persons occupying premises and living as a single housekeeping unit." Under this definition, there is no requirement that individuals be related by blood or marriage. In this case, the District Court held that a "small group of novices who would live on the premises under the direction of a mother superior, who would live like any other family with only noticeable difference being religious garb, would be use by a 'family' and not violative of zoning ordinances restricting use to single family residences." The court here was obviously sensitive to the constitutional prohibition against adding restrictions to an ordinance carrying criminal sanctions. The group would be living as a housekeeping unit and the court could not add this further restriction that they be related by blood or marriage.

A similar case in Massachusetts, Gloster v. Downey Side Inc. (equity no. 714) was heard by the Superior court of Hampdon County, and decided in June of 1970. Downey Side, a charitable corporation, was attempting to operate a group home for troubled youths in the town of Holyoke. Residents in the general vicinity of the home complained that the use being made of the premises was in violation of the zoning ordinance relating to that district, which permitted only detached one-family dwellings. In this case, the court ruled that a "family in context of the zoning ordinance of the city of Holyoke in the absence of precise definition (ed: of family) would include a group of people who live together in one housing unit under the management or control of a directing head." And, "that the use of the premises contemplated by the respondent Downey Side Inc., would come within that definition since the premises would be occupied by a group of persons sharing the benefits and responsibilities of living together and under the direction, management, discipline and control of a parental authority." Once again, the court felt constrained to add any requirement that "family" be defined in terms of a blood or marriage relationship. On this point the court stated; "where a city or town seeks to prohibit a legitimate and in this case commendable use of property, it should do so in unmistakable language."

The above cases deal with zoning codes which do not define "family" in terms of blood or marriage relationship. It should be noted, however, that there is increasing legal precedence on the point that even where a zoning code does define a family in those terms, courts may well refuse to enforce that requirement. In the case of Gabe Collins Realty, Inc. v. City of Magate City (1970) 271 A2d 430 a challenge was made to the zoning ordinance which defined family as: "one or more persons related by blood or marriage or adoption or not more than two unrelated persons occupying a dwelling unit." The Court found that, "a general municipal restriction of occupancy of dwelling units to groups of persons all of whom are related by blood, marriage or adoption is unreasonably restrictive of the ordinary and rational utility of such property as dwellings for people and of the right of unrelated people in reasonable number to have recourse to common housekeeping facilities in circumstances free of detriment to the general health, safety and welfare." A similiar decision was reached in Marino v. Norwood, 77 N.J. Super 587, 187 A 2d 217. There the court ignored the express requirements of the ordinance that individuals had to be related by blood or marriage in order to constitute a family on the ground that to give it effect might render it unconstitutional. As stated in the opinion of the City Attorney of Duluth, Minnesota, "one of the time honored canons of statutory construction is that when a law is susceptible to two interpretations, one constitutional and one unconstitutional, the court will give the law the interpretation that renders it constitutional." In the court's opinion, the only way to preserve the constitutionality of the ordinance was to ignore the requirement as to blood or marriage relationships. The Court reasoned that to give effect to the relationship requirement would put the ordinance in violation of the 14th Amendment. The rationale was that in general terms the word "family" is susceptible to many reasonable interpretations. For the ordinance to define the word as narrowly as it had was unreasonable and not necessarily related to the purposes intended by the ordinance. It thus would violate the 14th Amendment by depriving the plaintiff of his property without due process.

It is recognized that Massachusetts case law has not progressed as far as New Jersey courts have in this area. It is suggested, however, that this might only be due to the fact that no cases have raised this precise question in Massachusetts. Should such a case arise, a Massachusetts court could reasonably follow the New Jersey cases since they indicate the logical progression of judicial interpretation of zoning ordinances. Massachusetts, in the Downey Side case (supra), has already refused to add relationship requirements to a statute which was silent on the issue. Given the proper factual setting, a Massachusetts court could reasonably take the further step of refusing to enforce that section of a zoning ordinance which specifically defines a family in terms of relationship.

MASSACHUSETTS DEVELOPMENTAL DISABILITIES COUNCIL
Room 909, 100 Cambridge Street
Boston, Massachusetts 02202

INSTRUCTIONS FOR PREPARING APPLICATION FOR DEVELOPMENTAL DISABILITIES GRANT

GENERAL INFORMATION

The General Guidelines for each type of Developmental Disabilities grant outline the requirements for application. Some of the requirements are to be met by completing the enclosed application forms; other requirements must be satisfied by submitting attachments. Whenever forms are provided, the applicant **MUST** use these forms. Applicants should refer to the General Guidelines for information concerning all requirements, the number of copies required, and the deadlines for submission of applications.

All application copies must be legible and must be duplicated by a process other than Thermofax on paper no larger than 8 1/2"x 11". Duplicated copies of applications should be collated and assembled. Incomplete or inadequately prepared applications may result in the rejection of the application. Please read the instructions carefully in preparing the application.

If you require further clarification, or technical assistance in completing the application, please contact the Developmental Disabilities consultant named in the General Guidelines.

SPECIFIC INSTRUCTIONS

GENERAL INFORMATION (FACE SHEET)

Title of Project

Give the project a brief descriptive title, not to exceed 53 typewriter spaces, which can be used for identification and reference purposes.

Name and Address of Applicant Agency or Organization

The applicant agency or organization is the institution which is to assume legal and financial responsibility and accountability for the use and disposition of any funds awarded. If two or more agencies will be jointly responsible, list them jointly. If one agency will be responsible, and others will cooperate, list the cooperating agencies on a separate attached sheet.

Name and Title of Project Director

Indicate the name and title of the individual responsible for the direction and conduct of project activities, including the preparation and submission of any required reports and products.

Name, Title, and Address of Financial Officer

Indicate the name, title, and address of the individual responsible for receipt accountability and reporting use of developmental disabilities project funds.

Type of Agency or Organization

Check the appropriate box to indicate whether the agency or organization making application is a State, other public, or other non-profit organization or agency. An organization is considered non-profit when no part of the net earnings inure or may lawfully inure to the benefit of any private shareholder or individual. Grants may not be made to individuals or profit-making organizations.

Proposed Term of Project

Indicate the anticipated dates the project will be initiated and completed. In determining the Starting Date, take into consideration the time required for submitting and processing the application (see General Guidelines). Project terms will normally be limited to approximately one year, but may be completed over as many as three years on the initial funds if the applicant agency or organization wishes to expend the grant funds over a longer period. There are no provisions for additional funds for the longer period, or for continuation grants.

Applicants for start-up grants should define the term of the project as one year even if they intend to use the grant funds in the first quarter, or other shorter period. This will enable them to use a full year's expenditures from other sources as "matching" contributions.

Total Funds Involved

Indicate the total amount of P.L. 91-517 funds (grant funds) requested in the left-hand box. Enter funds to be provided from other sources in the right-hand box.

Terms and Conditions

In signing the application, the applicant certifies his agreement with all stipulated conditions, including compliance with the Administering Agency's "Conditions of Grant Awards," Civil Rights and Human Rights Assurances, and relevant Federal, State, and local laws, regulations and standards pertinent to the grant. Fundamental conditions are included in the grant application materials, and should be read carefully by the applicant.

Date

Indicate the date the completed application is signed and sent forward to the Massachusetts Developmental Disabilities Council.

Signature and Title of Responsible Officer

The application must be signed by an officer of the agency or organization who is authorized to commit the agency or organization to the conditions of the grant award and other requirements of the application. Documentation of the

authority of this person to sign must be submitted if the applicant is a private agency or organization. This documentation should be in the form of a letter from the Secretary of the governing board stating that the signator has the authority to sign, and the date such authorization was made.

BUDGET FORM A, "PROPOSED BUDGET FOR GRANT PERIOD"

The data requested in this section are designed to show specific elements of cost connected with the conduct of a developmental disabilities project grant. Applicants should refer to the document entitled "Conditions of Grant Awards" for information concerning the allowability of specific budget items. If an item is not mentioned, the applicant may contact the consultant named in the General Guidelines for clarification of allowability. As noted, the fact that a particular type of expenditure is not mentioned in the above-named document does not imply that it is either allowable or not allowable.

"Not Allowable" means that a particular item of cost may not be charged to the grant. The applicant may, of course, charge such costs to other sources, subject to any conditions imposed by those other sources. All costs related to carrying out the project within the proposed term noted on the face sheet should be reflected in the "Proposed Budget for Grant Period" regardless of whether they are allowable, or whether they will be charged to the grant or used for matching purposes.

Personnel

For staff assigned to project functions, list the position title and the name of the occupant or prospective incumbent, if known. In the second column note the annual full-time salary for the position. 100% time in the following column should represent that the individual's total full-time salary is earned while engaged in project activities. Enter the dates staff will begin and end their commitment to the project in the fourth column. Dates may not be before or after the "Proposed Term of Project" dates entered on the face sheet, but may be for some shorter period. In the fifth column enter the amount which will be required to recompense the staff member during the project period, regardless of source. In the final column, specify the source of funds from which salary payments will be made (P.L. 91-517 grant funds, cash in hand, contract for services with state agency, fees, etc.)

The amount needed as the employer share for social security contributions, pension funds, and similar taxes or payments made in connection with the personnel employed on the project should be shown as "Fringe Benefits for Personnel" in the line provided. Totals for funds to be used from all sources and from P.L. 91-517 grant funds ONLY should be entered where indicated.

Consultation and Volunteer Costs

List all charges attributable to consultation, including consultant fees, travel, per diem, and related costs. Enter the name of specific consultants where known, and their area of competence. If not known, enter the area of consultation to be sought,

such as "statistical consultation," under "Nature of Expense."

Costs attendant to the participation of volunteer staff may also be included under this category. Normally, such costs will refer to reimbursement of expenses incurred by the volunteer as a result of his participation in the project. If volunteers are paid a stipend, or at a rate based on time contributed or work performed, they should be considered personnel and entered in that category.

Travel

This item is for staff travel only. Any travel listed in this item must be for the purpose of supporting grant activities as described in the application. The purposes of anticipated travel, destinations, and approximate cost should be explained in the "Budget Justification" narrative if not evident from the Narrative Project Description.

Equipment

An item of equipment is an article of property procured or fabricated which is complete in itself, is of a durable nature, and has an expected service life of more than one year. List individually each item of equipment to be purchased (including in the cost charges for installation, insurance, freight, and accessories.) If equipment is to be leased or rented, note this parenthetically next to the entry.

If several pieces of equipment are to be purchased or rented, group categories of equipment in this section of Budget Form A, and use Budget Form A2 for itemization of individual pieces of equipment.

For the convenience of reviewers, furnishings required for new community residences or other new program facilities should be listed under "Furnishings" rather than "Equipment."

Supplies, Materials, and Publications

This category covers supplies, materials, printing costs (including duplication and reproduction), general correspondence, and distribution costs. Entries under "Nature of Expense" should represent general types of expenses, such as "office supplies," "publication of manual," "distribution of questionnaires," or "toys."

Furnishings

START-UP GRANTS ONLY. This category covers furniture, appliances, and accessories needed for the facility. Entries under "Nature of Expense" should represent general categories of furnishings. An itemized list should be made on Budget Form A2 listing expenditures or categories of expenditure over \$50.00.

Renovations

START-UP GRANTS ONLY. List general types of repairs and renovations to be made with the estimated costs for labor and materials. Note that under the conditions of grant awards, no structural renovations may be made.

Space Occupancy

List the costs related to space occupancy, including rent payments, heat, electricity, maintenance, and insurance costs. Such costs as mortgage payments and property taxes should also be listed under this category, but are not chargeable to the developmental disabilities grant. No costs related to the construction or acquisition of buildings, parts of buildings, or land may be charged to grant funds.

Other

List any other direct costs to be incurred which are not covered by the specified budget categories, such as telephone, license fees, etc. Agencies wishing to charge the grant for the cost of the independent audit required at the end of the grant period should enter this cost under this category.

Budget Summary

- Column 1: Enter the GRAND TOTAL of the "Total Required. . .All Sources" for all budget categories.
- Column 2: Enter the GRAND TOTAL of the "Total Requested. . .P.L. 91-517 Only" for all budget categories.
- Column 3: Enter the percentage that the amount in Column 2 bears to the amount in Column 1.
- Column 4: Enter the total amount of funds to be contributed from other sources (Column 1 minus Column 2).
- Column 5: Enter the percentage that the amount in column 4 bears to the amount in Column 1.

The total amount claimed for indirect costs should be reflected in the space identified for this purpose. Refer to the "Conditions of Grant Awards" for instruction regarding indirect costs. If more than a total of 10% of the direct costs is claimed, supporting information must be submitted as part of the application. No more than 10% of the direct costs can be charged to the grant as indirect costs under any circumstances.

BUDGET FORM A2, "ITEMIZATION OF FURNISHINGS AND EQUIPMENT"

Use this form to itemize furnishings and equipment grouped together in those categories on Budget Form A (when the number of individual items is greater than the number of spaces provided in the main budget form).

BUDGET JUSTIFICATION

Attach a narrative explanation of any budget items whose need or relevancy to project purposes is not clearly defined in the project description. There should be special explanation of large items (such as heavy travel costs, large printing expenditures, extensive clerical services, high salary rates) indicating why these

are deemed necessary for the proper conduct of the project.

The Budget Justification should also contain pertinent information concerning the applicant's other sources of support, including the status of various commitments from other sources (contribution in hand, promised, potentially available), information about contributing organizations other than the applicant itself, and cash in hand at the time of application. Applicants depending on fund raising or fees-for-service for "matching" should provide some evidence that their expectations are based on some reasonable assessment of past experience, experience of similar organizations in the same community, or other indices.

The extent and type of detail and explanation in the narrative will depend on the financial structure and particular needs of the project. The important consideration is that all components and items of the budget be explained with sufficient clarity to permit an intelligent evaluation by those responsible for review of applications.

The Budget Justification pertains to the project period only.

BUDGET FORM B, "ESTIMATED BUDGET FOR FIVE YEAR PERIOD"

START-UP GRANTS ONLY. This form is self-explanatory. Enter estimated program expenditures anticipated for five years from the date of beginning operation. The "date of beginning operation" means the date that services will first be delivered to some or all of the persons to be served. A dash may be used to indicate that the estimated expenditures for a particular item will remain the same as those represented for the previous year. Blank spaces will indicate that no expenditures are anticipated.

If a major change is represented that the applicant feels should be explained, a brief notation may be made on the form or a narrative explanation may be attached.

BUDGET FORM B2, "SUPPORTING BUDGET ESTIMATES FOR PROGRAM STAFF"

START-UP GRANTS ONLY. Complete this schedule of positions and salaries to support the estimated expenditures for staff compensation claimed in Budget Form B.

BUDGET FORM C, "ANTICIPATED SOURCES OF REVENUE"

START-UP GRANTS ONLY. Enter the amount of funds anticipated from various sources of program support for each year entered on Budget Form B on the first page. On the second page, check the column which most accurately describes the nature of the commitment of these sources. "Definite" means that a formal agreement, contract, grant, or promisory note has been made official, or that agreements to pay fees have been signed by those who will use the service, their parents, or guardians; "definite subject to periodic reviewal" means that any of the above must be renegotiated or renewed annually or otherwise during the five-year period, and should be explained; "promised" means that the pledge or informal agreement has been made; applied for but not promised" means that the organization has applied for or requested formal agreement, contract, grant, or other commitment which has not been granted; "expected to be available" means that the applicant is eligible for funds

from a particular source and has reason to believe that the source will in fact make funds available upon request or application, or that service recipients, their parents or guardians will be able to pay. Entries under "expected to be available" should be supported by comments. Add any comments you think will clarify or support the reasons for your anticipations; use continuation sheets if necessary.

NARRATIVE PROJECT DESCRIPTION

A narrative project description is to be typed on as many 8 1/2" x 11" sheets as are necessary, following the outline included with the application forms. The project description should describe clearly and concisely the proposed project for which assistance is requested. It is important that the narrative follow the outline given, indexed, and include the information requested in the order given.

This section constitutes the heart of the grant application. It is the applicant's description of the project--its aims, what will be done, how it will be done, who will be involved, and what is expected to result. Together with the project budget, it constitutes the primary evidence to the Council of the soundness of the project, the planning that has gone into its formulation, and the responsibilities and qualifications of those who will be involved.

This section will be the principal focus of the evaluation which will determine whether the application will be funded. In preparing it, the applicant should refer to the General Guidelines for the type of grant sought and any relevant standards or program guidelines furnished or cited in the application materials.

If the applicant wishes to append documents as supplemental information, they should be listed on the last page of the description and appended.

BIOGRAPHICAL SKETCHES OF PROFESSIONAL PERSONNEL AND CONSULTANTS

Attach brief summaries of the background and qualifications of all professional personnel and consultants who are known at the time of making application. Include biographical sketches of any non-professional personnel who will plan a key role in the project. Resumes or curricula vita may be attached if it is more convenient for the applicant, but brief summaries are preferred. Information to be included in the summaries should be relevant to the role to be assumed relative to the project.

FINANCIAL INTEREST DISCLOSURE

"Persons having a financial interest in this contract (grant)" includes anyone who will realize financial benefits, including personnel and consultants, but not including volunteers who will be reimbursed for expenses. Firms or persons whom the applicant intends to contract with for renovations, publications, or other services related to the grant should also be listed.

CIVIL RIGHTS ASSURANCE

This form requires an official signature signifying that the applicant has read and agrees to comply with civil rights requirements.

PROOF OF VOLUNTARY NON-PROFIT STATUS

Applicants must submit proof of their non-profit status if they are private agencies or organizations. Any of the following shall be acceptable evidence of non-profit status: (1) A reference to the organization's listing in the Internal Revenue Service's most recent cumulative list of organizations described in the Internal Revenue Code as tax exempt; (2) a copy of a currently valid Internal Revenue Service tax exemption certificate; (3) a statement from a State taxing body or the State Attorney General certifying that the organization is a non-profit organization operating within the State and that no part of its net earnings may lawfully inure to the benefit of any private shareholder or individual; (4) a certified copy of the organization's certificate of incorporation or similar document if it clearly establishes the non-profit status of the organization; or (5) any of the above proof from a State or national parent organization, and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

AUTHORIZATION OF SIGNATURES

Private non-profit agencies and organizations must submit a secretary or clerk's certificate giving authority to a specific individual to sign the application and any subsequent official correspondence, and the date the Board of Directors voted such authority.

DOCUMENTATION OF ACTUAL NEED

START-UP GRANTS ONLY. Applicants who intend to initiate or expand a service must submit evidence that there is an actual need for such a service in the community or communities to be served. Any of the following shall be acceptable evidence of actual need: (1) A waiting list; (2) a letter from the Superintendent of a State institution describing the placements that may be anticipated from that institution; (3) letters from community agencies verifying the need for such a service for community residents known to them; or (4) letters from local parent organizations verifying the need for such a service to community residents known to them.

Documentation of actual need may include the naming of specific individuals or, for confidentiality purposes, may represent facts about individuals which describe them without permitting identification of specific individuals.

The documentation of actual need should give evidence that persons on waiting lists or submitting letters have been appraised of the program's purposes, eligibility and selection criteria, fees and other information which would be relevant to their judgement concerning the number of persons who could or would use the program.



The Commonwealth of Massachusetts

Massachusetts Developmental Disabilities Council

Leverett Pattonstall Building, Room 909

100 Cambridge Street

Boston 02202

area code 617
727-4178

LETTER OF INTENT TO APPLY

This form should be returned to the Massachusetts Developmental Disabilities Council immediately whenever an applicant intends to develop a formal application. This declaration of intent to apply does not in any way bind the applicant.

In some instances, further information, regulations, or standards will be sent to the applicant upon receipt of this letter. It is, therefore, ESSENTIAL THAT THIS LETTER BE RETURNED AS SOON AS THE APPLICANT DECIDES TO PREPARE AN APPLICATION.

TYPE OF GRANT <input type="checkbox"/> Community Residence Start-up Grant <input type="checkbox"/> Day Care Start-up Grant <input type="checkbox"/> Early Childhood Intervention Materials <input type="checkbox"/> Project of Statewide Significance		 <input type="checkbox"/> New Program or Project <input type="checkbox"/> Adaptation or Expansion of Ongoing Program or Project
NAME OF AGENCY OR ORGANIZATION		
ADDRESS		
TELEPHONE NUMBER		
NAME OF INDIVIDUAL RESPONSIBLE FOR DEVELOPING APPLICATION		
TYPE OF AGENCY <input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE NON-PROFIT <input type="checkbox"/> OTHER (SPECIFY)		
SUMMARY OF INTENDED PROPOSAL Attach a brief summary of the goals and objectives of the proposed project, essential facts about the program or methodology, location, age group to be served, and other basic information relevant to your application. This summary should not exceed three pages.		



The Commonwealth of Massachusetts

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727-4178

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Project of Statewide Significance |
| <input type="checkbox"/> | Early Childhood Intervention Materials |
| <input type="checkbox"/> | Community Residence Start-up |
| <input type="checkbox"/> | Day Care Start-up |

Application Number (Leave Blank)

APPLICATION CHECKLIST

Applicant Agency: _____

Title of Project: _____

Date of Submission: _____

ONE COPY OF THIS LIST MUST BE RETURNED WITH THE COMPLETED APPLICATION MATERIALS.
APPLICANTS ARE ADVISED THAT THE APPLICATION WILL NOT BE REVIEWED IF INCOMPLETE.

I. APPLICATION (20 Copies)

Enclosed , Not Required**

- *Face Sheet with Signatures
- Project Summary
- Budget Form A
- Budget Justification
- Budget Forms B-C (Start-up Grants Only)
- Narrative Project Description
- Biographical Sketches or Vitae
- Letters of Agreement or Support
- 4C's Review (Day Care Start-up Only)
- Other Supporting Materials as Listed on
- Last Page of Narrative Project Description

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

II. STANDARD ATTACHMENTS

- *Human Rights Assurances (5 Copies)
- *Civil Rights Assurance (2 Copies)
- *Financial Interest Disclosure (2 copies)
- Proof of Non-profit Status (2 Copies)
- *Authorization of Signatures (2 Copies)
- Documentation of Actual Need (2 Copies, Start-up Grants Only)
- *Representations (2 Copies, Community Residence Start-up Grants Only)
- Indirect Cost Agreement (2 Copies)

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**Refer to General Guidelines for clarification of requirements.

*Require signatures.





The Commonwealth of Massachusetts
Massachusetts Developmental Disabilities Council
Leverett Pattonstall Building, Room 909
100 Cambridge Street
Boston 02202

area code 617
727-4178

DEVELOPMENTAL DISABILITIES GRANT APPLICATION

Title of Project:		
Name and Address of Applicant Agency or Organization:		
Name and Title of Project Director:		
Name, Title, and Address of Financial Officer:		
Type of Agency or Organization:		
State _____ Other Public _____ Private Nonprofit _____		
Proposed Term of Project:	Total Funds Involved:	
Anticipated Starting Date: _____	Requested PL 91-517	Other Sources
Anticipated Completion Date: _____		

Terms and Conditions:

The undersigned accept, as to any grant awarded, the obligation to comply with: terms and conditions pertinent to the awarding program, Administering Agency "Conditions of Grant Awards" (Form DDA-7250), and Other Federal and State Statutes and Regulations relevant thereto, Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and the Regulation issued pursuant thereto. The undersigned also certify that they have no commitments or obligations inconsistent with compliance with the above.

Date

Signature and Title of Responsible Officer





The Commonwealth of Massachusetts

Massachusetts Developmental Disabilities Council

Leverett Saltonstall Building, Room 909

100 Cambridge Street

Boston 02202

area code 617
727-4178

<input type="checkbox"/>	Project of Statewide Significance
<input type="checkbox"/>	Early Childhood Intervention Materials
<input type="checkbox"/>	Community Residence Start-up
<input type="checkbox"/>	Day Care Start-up

Application Number (Leave Blank)

APPLICATION SUMMARY

Title of Project:
Applicant Agency:
Project Location:
Name and Title of Project Director:
Project Period Proposed (Dates):
Total Funds Involved:
Total P.L. 91-517 Funds Requested:

SUMMARY OF PROPOSED WORK (300 words or less; omit confidential data):

--

Leave This Space Blank

PROPOSED BUDGET FOR GRANT PERIOD

PERSONNEL					
Position	Annual Salary	% Time on Project	Time Period	Amount Required	Anticipated Source of Payment (Specify P.L. 91-517 or Other Source)
Fringe Benefits for Personnel:					
Total Required:					All sources
Total Requested:					P.L. 91-517 Funds only



CONSULTATION FEES AND VOLUNTEER COSTS					
Nature of Expense	Rate of Payment	Unit of Payment	Time Period	Amount Required	Anticipated Source of Payment (Specify P.L. 91-517 or Other Source)
Total Required:					All sources
Total Requested:					P.L. 91-517 Funds only

TRAVEL					
Nature of Expense	Rate of Payment	Unit of Payment	Time Period	Amount Required	Anticipated Source of Payment (Specify P.L. 91-517 or Other Source)
Total Required:					All sources
Total Requested:					P.L. 91-517 Funds only



EQUIPMENT		
Nature of Expense	Amount Required	Anticipated Source of Payment (Specify P.L. 91-517 or Other Source)
Total Required:		All sources
Total Requested:		P.L. 91-517 Funds only

SUPPLIES, MATERIALS AND PUBLICATION COSTS		
Nature of Expense	Amount Required	Anticipated Source of Payment (Specify P.L. 91-517 or Other Source)
Total Required:		All sources
Total Requested:		P.L. 91-517 Funds only

Date: _____ Page: _____	Name: _____ Address: _____ City: _____
State: _____ Zip: _____	School: _____ Teacher: _____

Write your name and address in the space below.

Name: _____ Address: _____ City: _____	State: _____ Zip: _____
School: _____ Teacher: _____	Date: _____ Page: _____

Date: _____ Page: _____	Name: _____ Address: _____ City: _____
State: _____ Zip: _____	School: _____ Teacher: _____

Name: _____ Address: _____ City: _____	State: _____ Zip: _____
School: _____ Teacher: _____	Date: _____ Page: _____

Write your name and address in the space below.

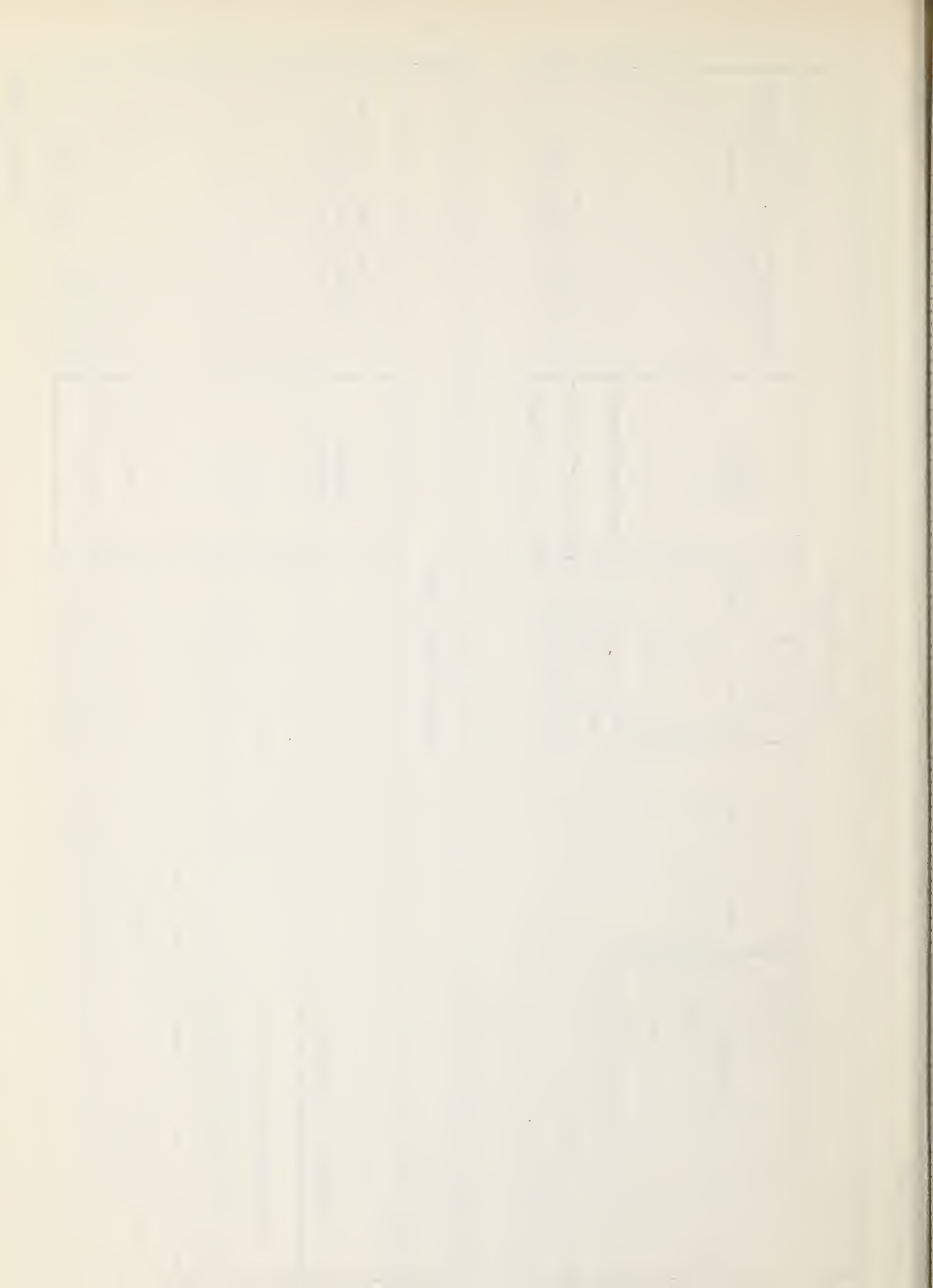
FURNISHINGS		
Nature of Expense	Amount Required	Anticipated Source of Payment (Specify P.L. 91-517 or Other Source)
Total Required:		All sources
Total Requested:		P.L. 91-517 Funds only

RENOVATIONS		
Nature of Expense	Amount Required	Anticipated Source of Payment (Specify P.L. 91-517 or Other Source)
Total Required:		All sources
Total Requested:		P.L. 91-517 Funds only



SPACE OCCUPANCY					
Nature of Expense	Rate of Payment	Unit of Payment	Time Period	Amount Required	Anticipated Source of Payment (Specify P.L. 91-517) or Other Source)
Total Required:					All sources
Total Requested:					P.L. 91-517 Funds only

OTHER DIRECT COSTS					
Nature of Expense				Amount Required	Anticipated Source of Payment (Specify P.L. 91-517) or Other Source)
Total Required:					All sources
Total Requested:					P.L. 91-517 Funds only



BUDGET SUMMARY					
Expenses	Total Amount Required	P.L. 91-517 Funds Requested	% of Total	Funds from Other Sources	% of Total
Personnel					
Consultant-Volunteer					
Travel					
Equipment					
Supplies, Materials and Publication Costs					
Furnishings					
Renovations					
Space Occupancy					
Other Direct Costs					
INDIRECT COSTS:					
TOTALS:					

BUDGET JUSTIFICATION

Attach a narrative explanation of any budget items whose need or relevancy to project purposes is not clearly defined in the narrative project description. Refer to the Instructions (page 5) for further guidance.

BUDGET SUMMARY					
Expenses	Total Amount Required	P.L. 91-517 Funds Requested	% of Total	Funds from Other Sources	% of Total
Personnel					
Consultant-Volunteer					
Travel					
Equipment					
Supplies, Materials and Publication Costs					
Furnishings					
Renovations					
Space Occupancy					
Other Direct Costs					
INDIRECT COSTS:					
TOTALS:					

BUDGET JUSTIFICATION

Attach a narrative explanation of any budget items whose need or relevancy to project purposes is not clearly defined in the narrative project description. Refer to the Instructions (page 5) for further guidance.



ITEMIZATION OF EQUIPMENT AND FURNISHINGS

FORM DDA-7220A



DEVELOPMENTAL DISABILITIES START-UP GRANT

BUDGET FORM B

ESTIMATED EXPENDITURES FOR FIVE YEAR PERIOD

Agency _____

ESTIMATED EXPENDITURES	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	From: To:	From: To:	From: To:	From: To:	From: To:
STAFF COMPENSATION					
Total from Budget Form B2					
Substitutes					
TOTAL					
EMPLOYEES HEALTH AND RETIREMENT BENEFITS					
Health Benefit Plan					
Retirement Plan					
Other Benefits					
TOTAL BENEFITS					
Payroll Taxes, etc.					
TOTAL SALARY, BENEFITS, TAXES, ETC.					
PROFESSIONAL FEES AND CONSULTANT COSTS					
Educational Consultant					
Social Services					
Medical					
Financial					
Legal Consultant					
Nutritional Consultant					
TOTAL					

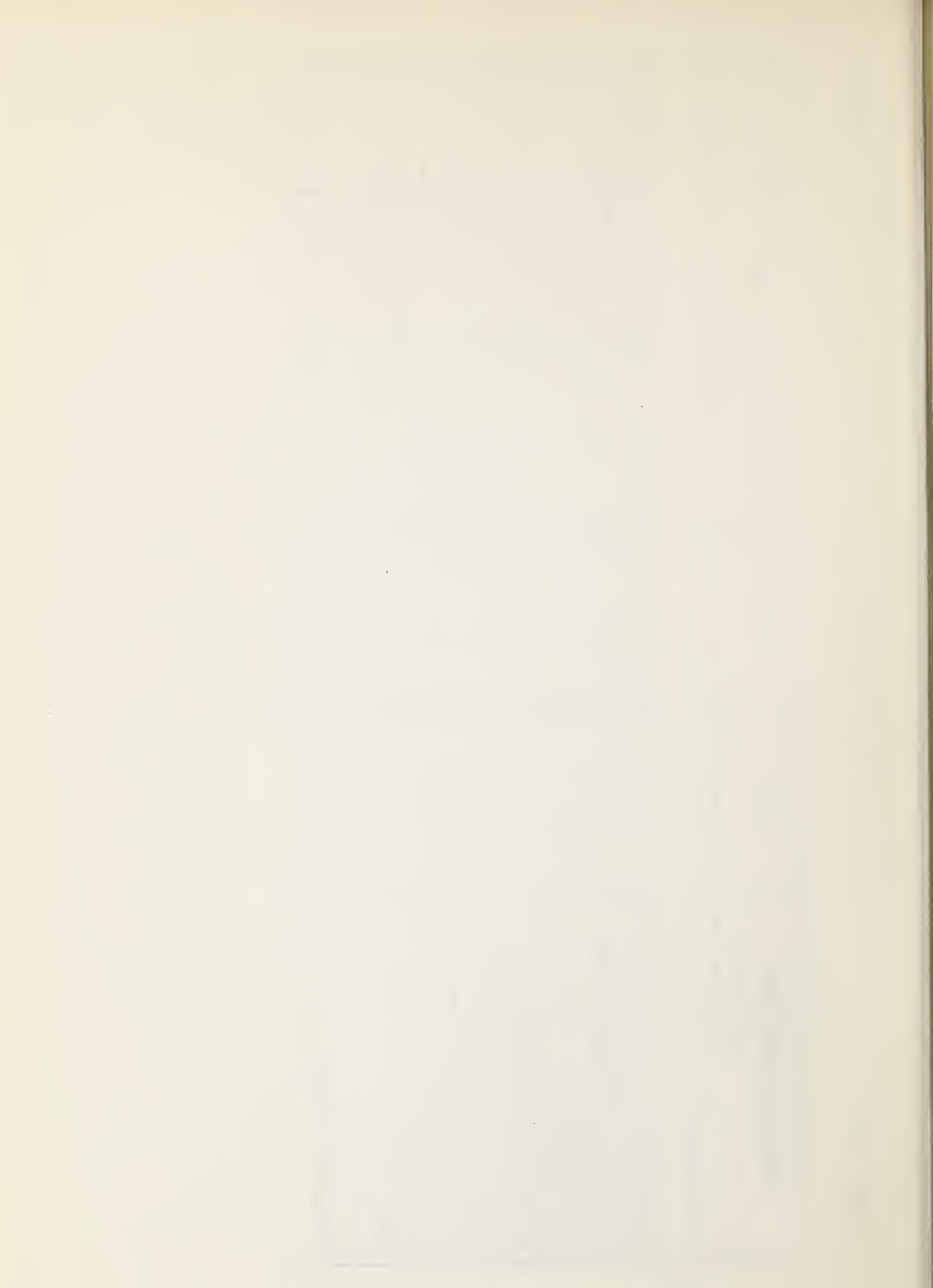


ESTIMATED EXPENDITURES	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
FAMILY DAY CARE COST					
Family Day Care Mother's Salary					
Family Day Care Mother's Expense					
TOTAL					
FOOD EXPENSES					
Food Cost					
Kitchen Consumables					
Kitchen Equipment					
TOTAL					
SPACE OCCUPANCY					
Rental of Space					
Gas					
Electric					
Oil					
Building Maintenance					
Renovations					
Mortgage Principle and Interest					
Property Tax					
Property Insurance					
TOTAL OCCUPANCY					



ESTIMATED EXPENDITURES	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
PROGRAM SUPPLIES					
Indoor Equipment; Fixed					
Outdoor Equipment; Fixed					
Equipment; Consumable					
Equipment; Rental					
Furnishings					
TOTAL					
OFFICE EXPENSES					
Permanent Equipment					
Paper Supplies					
Postage and Shipping					
Telephone					
TOTAL					
TRANSPORTATION					
Vehicle Cost					
Vehicle Insurance					
Vehicle Registration					
Gas and Oil					
Vehicle Maintenance					
Vehicle Rental					
TOTAL TRANSPORTATION					





SCHEDULE OF POSITIONS AND SALARY

BUDGET FORM B2

Agency Name

[illegible]



DEVELOPMENTAL DISABILITIES START-UP GRANT

BUDGET FORM C

ANTICIPATED SOURCES OF REVENUE

Agency Name _____

REVENUE FOR PROGRAM OPERATIONS	YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5	
	From:	To:	From:	To:	From:	To:	From:	To:	From:	To:
I. REVENUES FROM GOVERNMENTAL AGENCIES										
Public Welfare Contract										
School Lunch Program										
Department of Mental Health Contract										
Developmental Disabilities Grant										
TOTAL										
II. REVENUE FROM OTHER PUBLIC SOURCES										
United Fund Allocation										
Contributions; Individual										
Contributions; Business										
Contributions; Funds and Trusts										
Special Events										
TOTAL										
III. OTHER REVENUE SOURCES										
Program Service Fees										
Rental Income										
Investment Income										
TOTAL										



STATUS OF COMMITMENT	DEFINITE	DEFINITE SUBJECT TO PERIODIC RENEWAL	PROMISED	APPLIED FOR BUT NOT PROMISED	EXPECTED TO BE AVAILABLE
Public Welfare Contract					
School Lunch Program					
Department of Mental Health Contract					
Developmental Disabilities Grant					
United Fund Allocation					
Contributions; Individual					
Contributions; Business					
Contributions; Funds and Trusts					
Special Events					
Program Service Fees					
Rental Income					
Investment Income					

COMMENTS

DEVELOPMENTAL DISABILITIES PROJECT GRANT

FINANCIAL INTEREST DISCLOSURE

The applicant certifies under the penalties of perjury that the following sets forth the names and addresses of all persons having a financial interest in this contract, not including, however, any person whose only financial interest consists of the holding of one percent or less of the capital stock of a corporation contracting to provide services, in accordance with the provisions of the General Laws, Chapter 7, Section 14A, as inserted by Chapter 844 of the Acts of 1963:

NAME

ADDRESS

The undersigned is authorized to make these assurances on behalf of the applicant, and assures compliance by his signature.

Legal Name of Applicant: _____

Name and Title of Responsible Officer: _____

Signature of Responsible Officer: _____ Date: _____



**ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE REGULATION UNDER
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

_____ (hereinafter called the "Applicant")
(Name of Applicant)

HEREBY AGREES THAT it will comply with title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Department of Health, Education, and Welfare (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

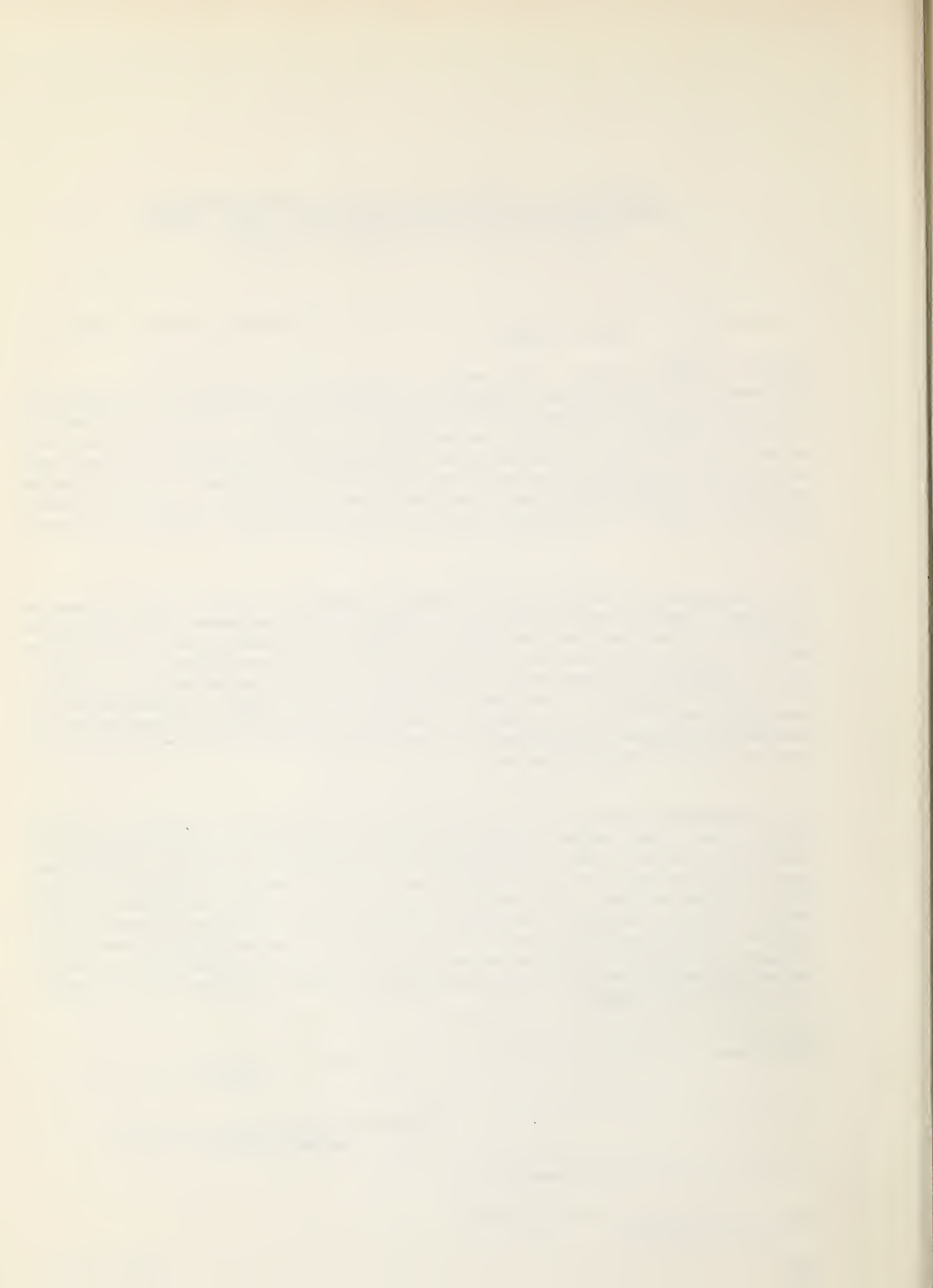
If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Applicant.

Dated _____
(Applicant)

By _____
(President, Chairman of Board, or comparable
authorized official)

(Applicant's mailing address)



COMMUNITY RESIDENCE START-UP GRANTS

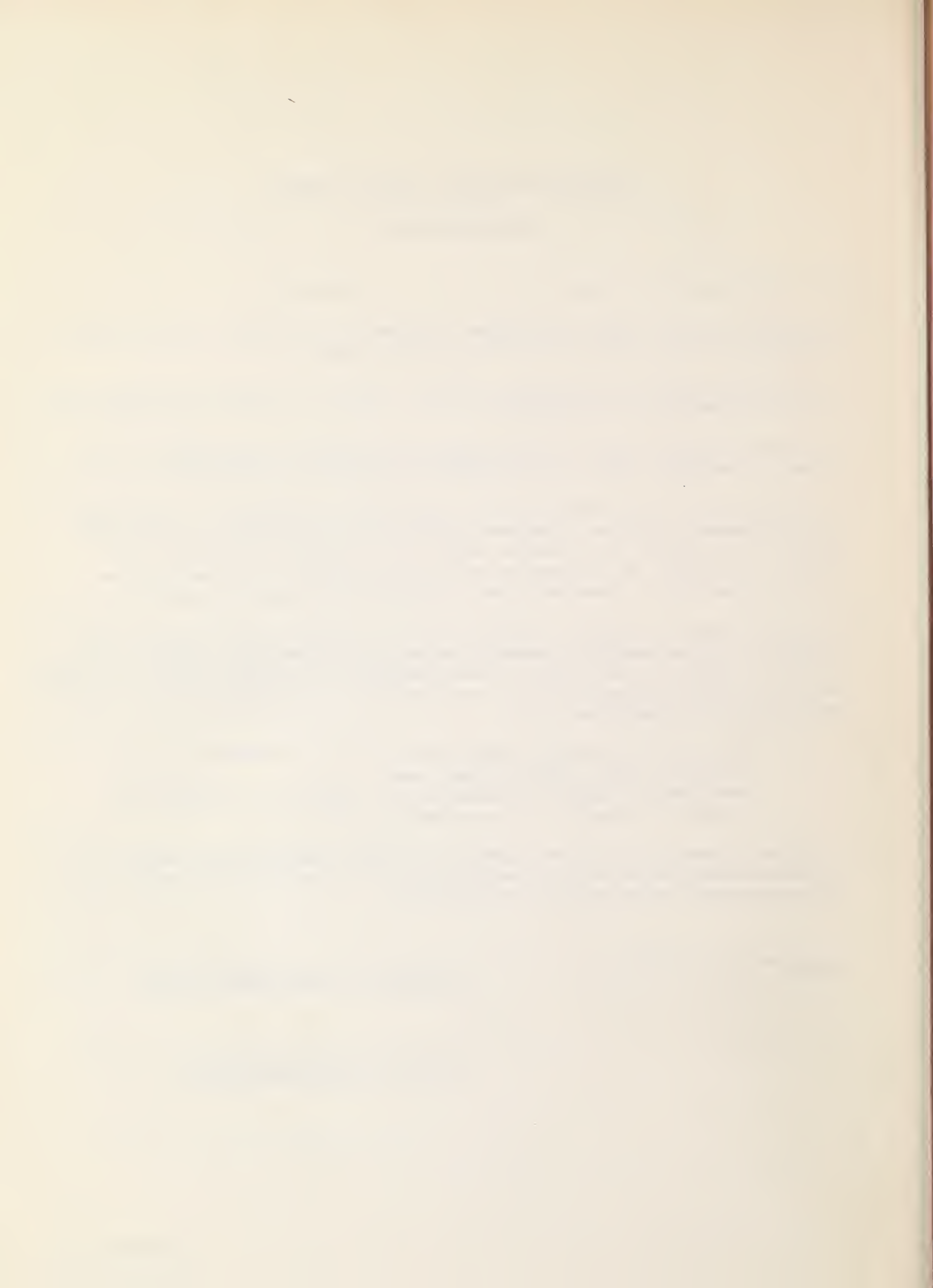
REPRESENTATIONS

1. The grantee agrees to serve _____ residents.
2. The grantee agrees that all programs, services or activities covered by this application will continue after Federal Funds cease.
3. The grantee agrees to not remove a resident from the community residence, unless an alternate plan is provided.
4. The grantee agrees that at no time shall he consider or effectuate the removal of residents rights for disciplinary or for any other reason.
5. Provider agrees that services shall be provided on premises that constitute an environment conducive to personal dignity; that the health, safety and social well-being of each resident will, at all times, be protected; and that services will be provided in surroundings and under circumstances as close as possible to those which are typical for the general population.
6. Provider agrees to operate a residence directed primarily to enhancing the capacity of developmentally disabled persons to achieve their optimum levels of self-realization, self-care, social competence and economic self-sufficiency. Implicit in this agreement is the responsibility to provide experiences that will enable each individual to:
 - a. Develop his physical, intellectual, social and emotional capabilities to the fullest extent; and
 - b. Continue development of those skills, habits, and attitudes essential to adaption in contemporary society.
7. Provider agrees that each developmentally disabled person served shall be considered capable of growth, learning and development; and each person shall be considered to have potential for progress.

DATE

SIGNATURE OF RESPONSIBLE OFFICER

TITLE OF RESPONSIBLE OFFICER



DEVELOPMENTAL DISABILITIES COMMUNITY RESIDENCE START-UP GRANTS

OUTLINE AND INSTRUCTIONS FOR DEVELOPING THE NARRATIVE PROJECT DESCRIPTION

A narrative project description is to be typed on as many 8 1/2 x 11" sheets as are necessary, following the outline of this form. The project description should describe clearly and concisely the proposed project for which assistance is requested. It is important that the narrative include the information requested in the order given and that index headings be used for ease of review.

This section constitutes the heart of the application. It will be the principal focus of the evaluation which will determine whether the application will be funded. In preparing it, the applicant should refer to the General Guidelines for Developmental Disabilities Community Residence Start-up Grants, and the Developmental Disabilities Program Guidelines information included in the application materials.

If the applicant wishes to append documents as supplemental information, they should be listed on the last page and attached.

1. Applicant Agency or Organization

A complete description of the applicant organization is to be submitted including date of incorporation, type of organization, basic purpose and charter of organization or the agency. Describe briefly past activities and accomplishments of the agency and explain the interrelationship (if any) of the community residence program to other activities of the applicant agency. Included in this section should also be a clear statement of the legal and administrative responsibility of the applicant agency for the residence.

2. Background and Need

Indicate briefly the nature of the problem and the need to be met and how it is expected that the project will affect the problem.

3. Planning Process

Describe the mechanism that was used in developing the Community Residence Program. Referring to Special Condition #5 in General Guidelines for Community Residence Start-up Grants, submit a list of the members of the group of consumers and residents of the area in which the residence is planned and a description of how they will be involved in the planning, operation and management of the residence. State briefly the area and type of consultation that was sought in developing the residence program, for example, in education, training, social work, or recreation. Describe plans for nutritional and other ancillary service consultation.

4. Description of Residence Program

a. Goals and philosophy;

Present a brief statement of program goals and philosophy. Include activities planned within the house, including training in personal care skills if needed.

b. Physical Setting;

Describe the facility to be used for the community residence or enumerate the criteria you will use in selecting the facility. Describe the geographical relationship of the residence to transportation systems, shops, churches, leisure time activities, etc.

c. Resident Evaluation;

State the methods for attaining prior medical, psychological vocational assessment to determine appropriateness of setting for each resident. Include in this section procedures for periodic reassessment of the residents in the community residence.

5. Eligibility and Selection

Describe the eligibility and selection criteria for the program to be initiated with developmental disabilities start-up funds, referring to special condition #3 in General Guidelines for Community Residence Start-up Grants and Paragraphs F and G of Conditions of Grant Award. Include relevant information about age, geographical origin, sex, type and level of functioning (in terms of program goals). State clearly who will have legal responsibility for residents (if other than resident). Indicate who will be responsible for assisting the residents in developing a program plan, i.e. for sheltered work, treatment, training, etc.

6. Referrals

Describe how individuals will be referred to you. Indicate procedures for application. Also attach documentation of actual need.

7. Demographic Characteristics of Community

State briefly the demographic characteristics of the surrounding community, noting specifically, (a) whether it is urban, rural, or semi-rural; (b) the economic distribution of the population; (c) the quality, scope, and extent of current programs and provisions for the general population into which the developmentally disabled may be integrated, as well as specialized services for the developmentally disabled.

8. Staff and Staff Organization

Provide a description of the proposed staffing pattern (in either narrative or graphic form) and staff responsibilities, limited to a brief statement concerning assignments and supervisory relationships of various staff. Include job descriptions and qualifications for all known personnel, and describe the qualifications of personnel not named at the time of application. Attach biographical sketches of known personnel. Define mechanisms for staff development, e.g. in-service training, recruitment of new staff, development of volunteers and future manpower.

9. Parent, Family and Volunteer Involvement

Describe how parent, family and volunteer involvement with the residence will be

provided. Indicate if an attempt will be made to find citizen advocates for the residents, refer to conditions section of General Guidelines Developmental Disabilities Start-up Grants for Community Residences for explanation of citizen advocate.

10. Cooperating or Participating Agencies

List all other agencies or groups (a) who will participate in the management or operation, or (b) who will cooperate in providing services to persons in the program. Referring to Special Condition No. 1 in General Guidelines, Developmental Disabilities Start-up Grants for Community Residences, furnish evidence of the support or willingness of other programs to serve the residents of the community residence (letters of agreement, support, or endorsement by authorized officials.)

GUIDELINES AND INSTRUCTIONS FOR DEVELOPING HUMAN RIGHTS ASSURANCES

A. HUMAN RIGHTS POLICY STATEMENT

All applicants for P.L. 91-517 funds must provide adequate assurances that they are and will continue to be in compliance with the Massachusetts Developmental Disabilities Council's policies regarding the rights and welfare of human subjects. These policies incorporate those of the Department of Health, Education and Welfare as outlined in "The Institutional Guide to DHEW Policy on Protection of Human Subjects". These policies might be summarized as:

1. The applicant must provide adequate safeguards against potential risks to the rights and welfare (including human dignity and privacy as well as physical risks) of persons affected by the proposed project.
2. The potential benefits of the project to participating persons or to humanity in general must outweigh any probable risks to individuals involved.
3. The applicant must develop and employ informed consent procedures which will be adequate and appropriate.
4. The applicant must provide whatever professional attention or facilities are required to safeguard the rights and welfare of individuals involved in the project.

B. THE HUMAN RIGHTS COMMITTEE

All applicants must have or convene a Human Rights Committee to review the project proposal and submit assurances to the Massachusetts Developmental Disabilities Council that the applicant is and will be in compliance with the policies outlined above.

The committee must be comprised of sufficient members with varying backgrounds to assure complete and adequate review of the project. The committee may be an existing one, or one especially appointed for the purpose. The applicant may utilize staff, consultants, or both--however, committee structure must comply with DHEW policy prohibiting any person with "professional responsibility" from serving on the project's human rights committee and must comply with MDDC policy requiring at least a one-third membership on all grantee human rights committees of persons who are totally unaffiliated with either the project itself or any sponsoring institution.

The committee must agree to and establish appropriate plans for a continuing exchange of information and advice between itself and the project director, particularly to deal with proposed changes in project or activity design which might affect human subjects, and with emergent problems which may alter the situation with regard to risks or safeguards.

The only exception to the requirement of a Human Rights Committee will occur in the event that the applicant believes there will be no contact with human subjects in the conduct of a proposed project. In this event, the Human Rights Committee of the Massachusetts Developmental Disabilities Council may act as the applicant's committee in reviewing the project for certification that no human subjects will be involved.

C. ASSURANCES

The applicant must submit assurances of compliance with human rights policies to the Massachusetts Developmental Disabilities Council as part of his application for P.L. 91-517 funds. This requirement includes agencies which have a statement of general institution compliance on file with DHEW.

An example statement of human rights assurances is attached.

D. HUMAN RIGHTS SURVEILLANCE FOR P.L. 91-517.

The Massachusetts Developmental Disabilities Council has filed a general statement of compliance with DHEW assuring that it will be accountable for human rights surveillance of all projects funded under P.L. 91-517 in the Commonwealth. To do this, it has established a Human Rights Committee of its own which will be responsible for reviewing all human rights assurances submitted by applicants, and for meeting with applicants' human rights committees and project staff from time to time to determine the adequacy of protections and monitoring.

One member of the Human Rights Committee of the MDDC will have primary responsibility for each project, and will be the applicant's main contact with the Council regarding human rights aspects of the project.

E. CONSULTATION AND TECHNICAL ASSISTANCE

Applicants and human rights committees may obtain consultation or technical assistance concerning human rights requirements, provisions, or assurances from:

Mr. Henry Porter, Esquire
Bureau of Developmental Disabilities
Room 909
100 Cambridge Street
Boston, Massachusetts 02202
Telephone: (617) 727-4179

EXAMPLE STATEMENT WITH INSTRUCTIONS

HUMAN RIGHTS ASSURANCES

The (INSTRUCTION: Insert name of applicant agency or organization) will comply with the policy of the Massachusetts Developmental Disabilities Council for the protection of human subjects participating in projects or activities supported by grants and contracts made by DHEW through the Massachusetts Developmental Disabilities Council. This compliance will include a review independent of the investigator or director to safeguard the rights and welfare of those human subjects. The application for a grant from the Massachusetts Developmental Disabilities Council (INSTRUCTION: Insert name of project or activity) was submitted by this agency or organization on behalf of (INSTRUCTION: Insert name of project director), who will be charged with the responsibility for informing all staff of the conditions of this assurance. An initial review of the aforementioned application indicates that:

(1) In the opinion of this agency's (organization's) committee, the risks to the rights and welfare of individuals affected by this project or activity are: (INSTRUCTION: The Committee should here identify in general terms those risks--to human dignity and privacy as well as physical comfort and safety--that it recognizes as probable occurrences, such as use of case records and materials, use of photos and movies, observation of procedures without knowledge of observee, aggravation of anxiety status through contact with interviewers, future association of subject with answers to questions, fatigue brought on by exposure to extensive test battery, or possibility of side effects to drugs employed for sedation purposes; or, NONE).

The Committee states that adequate safeguards against these risks have been provided and are as follows: (INSTRUCTION: Outline procedures for maintaining confidentiality of records, providing medical protection, or other safeguards relevant to risks).

(2) In the opinion of the Committee, the potential benefits of this activity to participating individuals or to humanity in general outweigh any probable risks. (INSTRUCTION: The Committee should identify the benefits to the individual or to mankind in general that will accrue through the individual's participation in the project; this should be followed by discussion weighing the risks against the benefits; the Committee should make its own judgements, based on common sense, as to the nature and magnitude of both risks and benefits).

(3) In the opinion of the Committee the following informed consent procedures will be adequate and appropriate: (INSTRUCTION: The minimum consent document to be used should be attached. In addition, the actual consent procedures to be used should be described; i.e., "Students responding to the attached advertisement will be interviewed", "The project outline will be submitted to the executive council of the PYA", "Individual teachers will be asked to allow an observer in the rooms chosen", "Superintendents of several state mental hospitals will be approached. The attached statement to the next of kin or guardian will be signed by the principle investigator and superintendent," "The following consent form will be signed by each subject and his or her spouse or next of kin before acceptance of the subject", "No prior consent will be sought. The following debriefing schedule will be followed within 30 minutes after completion of the test".)

(4) The Committee agrees to arrange for a continuing exchange of information and advice between itself and the investigator or director, particularly to deal with proposed changes in project or activity design which might affect human subjects, and with emergent problems which may alter the project's situation with regard to the criteria cited above. This exchange will be implemented through: (INSTRUCTION: It should be indicated whether the investigator or director will be required to submit written reports, or to appear for interviews, or will be visited by the Committee or Committee representatives, and at approximately what intervals these steps will be carried out).

(5) This agency (organization) will provide whatever professional attention or facilities are required to safeguard the rights and welfare of human subjects.

(6) Minutes will be kept of all Committee meetings and will be made available to the Massachusetts Developmental Disabilities Council on request.

(7) The signatures, names, and occupations or titles of the members of the Committee are as follows: (INSTRUCTION: The Committee must be composed of sufficient members with varying backgrounds to assure complete and adequate review of the project. The Committee may be an existing one, or one especially appointed for the purpose. The institution may utilize staff, consultants, or both - however, Committee structure must comply with DHEW policy prohibiting any person with "professional responsibility" from serving on that project's human rights committee and must comply with MDDC policy requiring at least a one-third membership on all grantee human rights committees of persons who are totally unaffiliated with either the project itself or any sponsoring agency or organization.)

NAME	OCCUPATION OR TITLE	EARNED DEGREES, CERTIFICATES, ETC.
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NAME	OCCUPATION OR TITLE	EARNED DEGREES, CERTIFICATES, ETC.
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Date of Committee Approval _____

(8) Official signing for Institution _____

SIGNATURE

TITLE

INSTITUTION

DATE

TELEPHONE NUMBER

